

# **Equality impact assessment form**

**Directorate: Corporate Resources**

**Service area: Property**

**Name of policy, strategy, review or function being  
assessed: Corporate Asset Management Plan**

**Date of assessment: 22 August 2018**

**Name of Director/Head of Service signing it off:**

**Dinesh Kotecha**

**Decision of Cabinet, Personnel Committee or Chief  
Officer Group:**

**Date published on website: TBA**



Derby City Council



## What's the name of the policy you are assessing?

Corporate Asset Management Plan

## The assessment team

Team leader's name and job title – John Sadler Strategic Asset Manager

Other team members

Name	Job title	Organisation	Area of expertise
Colin Hayes	Senior Asset Surveyor	DCC	Council and community buildings

## Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

- 1. What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

This plan sets out at high level the basis under which the Council manages its Property Portfolio. The aim of the Council's AMP is to **“ensure that the Council's property assets are effectively used and monitored in order to deliver the Council's objectives”**. This means ensuring that each asset has an identified purpose and it is maintained in a condition that ensures that it is fit for purpose and that provides a safe and secure environment for the users of the building”

It is recognised that in order to meet the needs of the Council, its buildings must be in a condition and format that does not reasonably prevent any person from accessing Council services or using Council provided facilities.

This ranges from ensuring the physical fabric of building is in good condition to ensuring that appropriate facilities are provided, such as reception desks, toilet facilities, signage and décor, which both allows and encourages disadvantages members of the public to access and use Council facilities.

**2. Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?**

The implementation of the Corporate AMP will be delivered through the Council's Property Team and monitored by the Corporate Property Board.

**3. Who are the main customers, users, partners, employees or groups affected by this proposal?**

All staff, service users and visitors to Council buildings.

**Step 2 – collecting information and assessing impact**

**4. Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.**

It is recognised that the Council property assets must comply with all legislation including the Equalities Act 2010 and its responsibilities under its Public Sector Equality Duty. The adoption of this plan will formally codify these duties and responsibilities. This will consequently have a positive impact on users of the Council's services and facilities.

Any subsequent work that is carried to individual building will need to take into account the relevant building users and associated stakeholders views, ensuring that once completed the proposed works will not only allow access to, but also encourages disadvantages members of the public to access and use Council facilities. Including:-

- Widening access opportunities at design stage and through building maintenance.
- Removing both physical and virtual barriers through improved building management. This includes improved signage, décor, reception facilities and operating procedures.

Where required a specific EIA will be carried out which will target the accessibility needs of the users of the particular building in question. In undertaking these EIAs the relevant and appropriate consultation will be undertaken.

5. Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. If it's negative, fill in the mitigation section as well to explain how you are going to lessen the impact.

### Age

What do you already know?	Positive impact	Negative impact	Mitigation
Any future works undertaken to the Council's buildings will take into account, assess and address the impact of the works to this particular group.	Yes		

### Disability

What do you already know?	Positive impact	Negative impact	Mitigation
Any future works undertaken to the Council's buildings will take into account, assess and address the impact of the works to this particular group.	Yes		

### Gender identity- trans

What do you already know?	Positive impact	Negative impact	Mitigation
Any future works undertaken to the Council's buildings will take into account, assess and address the impact of the works to this particular group.	Yes		

### Marriage and Civil Partnership

What do you already know?	Positive impact	Negative impact	Mitigation
Any future works undertaken to the Council's buildings will take into account, assess and address the impact of the works to this particular group.	Yes		

## Pregnancy and maternity

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
Any future works undertaken to the Council's buildings will take into account ,assess and address the impact of the works to this particular group	<b>Yes</b>		

## Race

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
Any future works undertaken to the Council's buildings will take into account ,assess and address the impact of the works to this particular group	<b>Yes</b>		

## Religion or belief or none

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
Any future works undertaken to the Council's buildings will take into account ,assess and address the impact of the works to this particular group	<b>Yes</b>		

## Sex

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
Any future works undertaken to the Council's buildings will take into account the assess and address the impact of the works to this particular group	<b>Yes</b>		

## Sexual orientation

<b>What do you already know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Mitigation</b>
Any future works undertaken to the Council's buildings will take into account ,assess and address the impact of the works to this particular group	<b>Yes</b>		

**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

**6. From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

N/A
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**Step 3 – deciding on the outcome**

**7. What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>	<b>X</b>	<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>		<b>Continue the policy</b> despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> <li>• sufficient plans to stop or minimise the negative impact</li> <li>• mitigating actions for any remaining negative impacts</li> <li>• plans to monitor the actual impact.</li> </ul>
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

Yes

Why did you come to this decision?

Based on the outcomes for the answers set out in section 5

**Step 4 – equality action plan – setting targets and monitoring**

- 8. Fill in this table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

**Equality Action Plan –setting targets and monitoring**

**Age**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure that council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

**Disability**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>

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### **Gender identity - trans**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

### **Marriage and Civil Partnership**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

### **Pregnancy and maternity**



<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

**Race**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

**Religion or belief or none**

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
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## Sex

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

## Sexual orientation

<b>What are we going to do to advance equality</b>	<b>What difference will it make</b>	<b>When will we do it and who will lead</b>	<b>Monitoring arrangements</b>
Adoption of the aims and objectives of the Council AMP above	It will ensure council buildings are fit for purpose and that provides a safe and secure environment for the users of the building”	Relevant Project manager	Internal processes

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722  
Minicom: 01332 640666

### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: **01332 643722** Tel. tekstowy: 01332 640666

### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ **01332 643722** ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

### Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 643722** منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council